

20 January 1971

[redacted]  
Office of the Inspector General

John:

a. Attached are the statistics related to the Volume of Records on Hand in the Headquarters offices and in the Records Center since 1956. (Those figures have been translated to the graph "Volume on Hand.")

b. Another report subdivides the volume in the Records Center and shows its growth.

c. Also attached are the results of the last physical inventory of office records. These include a summary sheet of the Agency and one for each Directorate.

d. With regard to the study by [redacted], attached are copies of the comments I received from PPB which you and I discussed and you asked for. I sent a copy of those to Jim when I first received them.

e. On that same paper by Jim, I received other comments and I reported to [redacted]. Copies of these are attached for your information.

[redacted]